





Building a Small Water System Operations and Maintenance Manual

Local Assistance Unit, Coaching for TUs program

A public drinking water system operation manual is a water system operator's practical resource for everyday action as well as a framework for management and planning. In an operations and maintenance manual the operator will establish standard procedures for regular operations and maintenance as well as prepare for long-term maintenance and emergencies.

This half-day course is designed to assist small system water operators with creating an operation and maintenance manual for a system for which they are responsible.

All participants will receive 0.40 operator certification training units upon completion.

Course Topics and Deliverables:

Water System Details

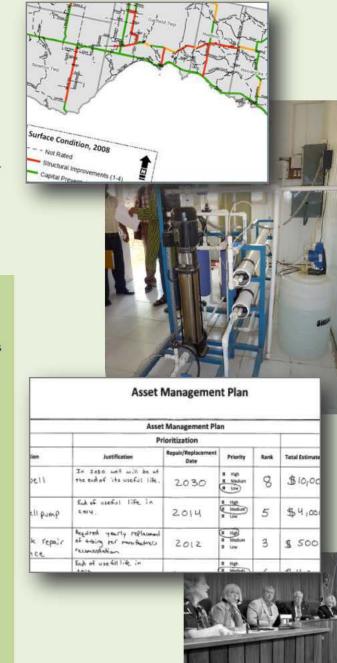
- Water system treatment process diagrams and mapping; tips for communicating spatial information
- Comprehensive equipment inventory

Routine Maintenance and Asset Management

- Standard operating procedures
- Asset prioritization
- Adjusted life expectancy of equipment
- Repair and replacement program and budgeting
- System performance and assessment
- Record keeping

Planning and Communication

- · Emergency response plan
- Cross connection control plan
- Performance indicators that are meaningful to a board of directors/owner
- Communication tools for engaging the public



To learn more about assistance and training provided to systems through the local assistance unit call **303-692-3665** or visit our website at www.colorado.gov/cdphe/dwtraining.com.